

Administration STAFF ADMINISTRATIVE PROCEDURES

Changes to this memorandum are not official unless they are authenticated by the Deputy Chief of Staff, G-6 (DCS, G-6) and HQ FORSCOM Secretary of the General Staff (SGS).

FOR THE COMMANDER:

OFFICIAL:

DAN K. MCNEILL
General, USA
Commanding

//ORIGINAL SIGNED//
MICHAEL J. FLYNN
Colonel, Signal Corps
FORSCOM, G-6

Distribution. This publication is available in electronic media only and intended for HQ FORSCOM staff only.

Copy furnished:
CDR, FORSCOM (AFCI-PR) (record copy)

Headquarters, Forces Command (FORSCOM) memorandum, dated 1 February 2005, and Change 1, dated 17 March 2006, are changed as follows:

2-6. Authorized Brief Group Addresses

a. "Commanders, Major Subordinate Commands/Units Reporting Directly to FORSCOM" identifies and provides distribution to commanders of First US Army; I Corps and Fort Lewis; III Corps and Fort Hood; XVIII Airborne Corps and Fort Bragg; 32d Army Air & Missile Defense Command (AAMDC), Fort Bliss; 20th Support Command, Aberdeen Proving Ground; National Training Center (NTC) and Fort Irwin; Joint Readiness Training Center (JRTC) and Fort Polk; Air Traffic Services Command (ATSCOM), Fort Rucker; 1st Infantry Division, Fort Riley; 3d Infantry Division, Fort Stewart; 101st Airborne Division (Air Assault), Fort Campbell; {4th Infantry Division (effective FY 07); 10th Mountain Division (effective FY 07); 1st Cavalry Division (effective FY 08); 82d Airborne Division (effective FY 08); 1st Armored Division (effective FY 09)}

b. 'Commanders, FORSCOM, with Installation Responsibilities' identifies and provides distribution to FORSCOM commanders who also have installation command responsibilities. These commanders include I Corps and Fort Lewis;

III Corps and Fort Hood; XVIII Airborne Corps and Fort Bragg; 3d Infantry Division and Fort Stewart; 10th Mountain Division and Fort Drum; 1st Infantry Division and Fort Riley; 101st Air Assault Division and Fort Campbell; NTC and Fort Irwin, and JRTC and Fort Polk.

c. "Commanders, All FORSCOM Troop Units" identifies correspondence with intended distribution to all AC unit commanders. Distribution is to be down to company, battery, troop, and detachment level. Forces Command Mail/Distribution Center will mail one copy of any memorandum with this address line to Commanders, Major Subordinate Commands/Units Reporting Directly to FORSCOM, and Commander, FORSCOM, with Installation Responsibilities.

d. "Army Commands" refers to Army Materiel Command (AMC) and US Army Training and Doctrine Command (TRADOC).

e. "Army Service Component Commands (ASSC)" refers to US Army, Europe (USAREUR)/7th Army; US Army Central (USARCENT)/3A/CFLCC; US Army North (USARNORTH)/5A; US Army South (USARSO); US Army, Pacific (USARPAC); Military Surface Deployment and Distribution Command (SDDC); US Army Space & Missile Defense Command/US Army Forces Strategic Command (SMDC/ARSTRAT); and Eighth US Army (EUSA).

f. "Army Direct Reporting Units" includes Network Enterprise Technology Command (NETCOM); US Army Medical Command (MEDCOM); US Army Intelligence & Security Command (INSCOM); US Army Criminal Investigation Command (CIDC); US Army Corps of Engineers (USACE); US Army Military District of Washington (MDW); Army Test & Evaluation Command (ATEC); US Military Academy (USMA); US Army Reserve Command (USARC); Acquisition Support Center; and Installation Management Agency (IMA).

g. "State Adjutants General" identifies and provides distribution to National Guard Units under their jurisdiction, District of Columbia, Puerto Rico, Guam, the US Virgin Islands, and the United States. One copy will be mailed to all state NG headquarters; however, these copies must be enveloped by proponent using FORSCOM Pamphlet 25-50 for addresses.

h. Correspondence addressed to Chiefs, Primary and Special Staff Agencies, includes the Secretary of the General Staff (SGS).

NOTE: The new HQ FORSCOM Form 99 (Distribution List for FORSCOM Correspondence) (1 Oct 06) has been revised to reflect changes in the distribution listing."